



**Bharat Sanchar Nigam Limited**  
(A Government of India Enterprise)  
Corporate Office, (SCT Cell) Room No.221, Eastern Court  
Janpath, New Delhi -110001.

No:65-1/2019-SCT/126

Dated: 15.02.2019

To

- 1.All Heads of circles/Units/Training Centres, BSNL
- 2.CGM(BW)/CGM(EW)/CGM(Arch)/PGM(Pers)/Sr GM(Estt) BSNL CO ND
- 3.All Heads of SSAs/ Telecom Districts BSNL

**Subject: Maintenance of Reservation Registers and Roster Registers at SSAs(Districts)/Circles/BSNL CO-reg**

It has come to the notice of the BSNL CO from SEWA BSNL CHQ that some of the SSAs(Districts)/ Circles are not maintaining Reservation Registers/ Rosters Registers as per prevailing guidelines and also not inspected the same by concerned Dy LOs /LOs properly.

In this connection, it is requested to follow the guidelines for proper maintenance of the Reservation Registers/Roster Registers:-

1. Reservation Registers/Roster Registers should be maintained for each cadre at each Level of SSA/Circle/Corporate office as per the instructions issued by DOP&T Vide OM NO A36011/1/201-Estt(Res) dated 23.01.2014
2. Reservation Registers/Roster Registers should be maintained for the every vacancy year by the concerned HR wing and Roster Registers should be inspected by the Dy LO /LO concerned.
3. The inspected Reservation Registers/Roster Registers should be uploaded in BSNL portals as per earlier instructions of this office.

The above procedure may be completed within two months and compliance may be furnished to this office at the earliest.

  
15/2/19

(Rajasekhar G)  
Asstt General Manager (SCT)-II  
PH:011-23766148  
FAX:011-23766143

- Copy to :-
- 1.All Liaison Officers of BSNL Circles for inf & n/a as above.
  2. All Dy Liaison officers of SSAs(Districts) BSNL for inf & n/a as above.
  3. BSNL Intranet Portal